



CITY OF SANTA CLARA
Municipal Services Division - Business License Unit
1500 Warburton Avenue - Santa Clara, California 95050
Phone (408) 615-2310

Please Check One

- ☐ New Application
☐ Change of Owner
☐ Change of Address
☐ Change of Business Name

NEW RENTAL UNIT TAX AFFIDAVIT

TAX AFFIDAVIT MUST BE COMPLETED AND SIGNED IN ORDER TO BE PROCESSED.

OFFICIAL USE ONLY

Business Name _____
Corporate Name _____
(if applicable)
Business Location _____
(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)
Mailing Address _____

Phone No. _____ **Fax No.** _____
Type of Business _____
Conducted at this location _____
Ownership ☐ Corporation ☐ Corp-Ltd Liability ☐ Partnership ☐ Individual ☐ Other

Certificate No. _____
Application Date _____
Expiration Date _____
NAIC Code _____

California Sales or Use Tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization office or your nearest State Franchise Tax Board office.

Federal Tax ID / SSN _____

Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)

1st Owner Name _____	Title _____	Alternate Phone _____
Alternate Address _____ (Cannot be P.O. Box)		Cell / Pager No. _____
2nd Owner Name _____	Title _____	Alternate Phone _____
Alternate Address _____ (Cannot be P.O. Box)		Cell / Pager No. _____

In case of emergency, please contact (attach additional sheet, if necessary)

Contact Name _____	Phone No. _____
Address _____	Cell/Pager No. _____

List Property Manager

Name _____	Phone No. _____
Address _____	Contact/Title _____

To determine RENTAL UNIT TAX, please refer to instructions on reverse side of this form.

Instructions for Rental Unit Tax Affidavit:

1. Make payment to the City of Santa Clara with the affidavit completed in full before _____ to avoid late penalty. The penalty is 100% percent of the total amount due.
2. If the form is not completed and signed and/or the payment is incorrect, the document and payment will be returned which may cause a possible penalty.
3. A separate TAX CERTIFICATE must be obtained for each location and for each business at the same location.

I declare under penalty of perjury that the foregoing is true and correct, and that I will comply with all City Codes and Regulations in the conduct of my business.

Signature _____ Date _____

Print or Type Name _____

Instructions for RENTAL UNIT Tax Affidavit				YOU MUST ENTER YOUR FEES HERE	
<div>1. Complete and sign affidavit.</div> <div>2. To determine tax due, total number of units and multiply by unit cost shown below. Compute amount on "Total Tax Due" line. Enter the BUSINESS TAX BOX AT THE IMMEDIATE RIGHT.</div> <div>3. Hotels/Motels add \$20.00 fire permit fee - should fire inspection determine additional fees, you will be billed accordingly.</div> <div>4. Total tax and fees and enter amount at right.</div> <div>5. Make check payable to the City of Santa Clara and submit this affidavit completed in full.</div> <div>6. All fees are nontransferable and nonrefundable.</div>				<div><div>Business Tax</div><div></div><div>Fire Permit Fee (Hotels/Motels Only)</div><div></div><div>TOTAL</div><div></div></div> <div>NOTE: A Tax Certificate (revenue receipt) will be mailed and will remain in effect as long as the business activity is in full compliance with all City of Santa Clara rules and regulations.</div>	
List ALL Rental Units in Santa Clara. Include single family houses, apartments, Hotel or Motel units. Exclude Owners Dwelling.	ADDRESS WHERE UNITS ARE LOCATED IN THE CITY OF SANTA CLARA		No. Units with Kitchen \$4.85 each	No. Units without Kitchen \$3.00 each	
	COMPUTE TAX AT RIGHT			TOTAL NO. OF UNITS	
		MULTIPLY TOTAL UNITS BY:	X 4.85	X 3.00	
		ENTER TOTAL TAX DUE	\$	\$	
List ANY OTHER Certificate Numbers for Rental Units in Santa Clara	# _____ # _____ # _____ # _____				
Fire Department Verification for Hotels / Motels	\$ _____				
Inspector's Signature		Date Inspected		Fee Amount	
<div>Annual Fire Permit Fees:</div> <div>THE UNIFORM FIRE CODE REQUIRES THAT ALL FIXED PLACES OF BUSINESS IN THE CITY OF SANTA CLARA OBTAIN A FIRE PERMIT FOR THE FACILITY OR ACTIVITY ANNUALLY. SHOULD YOU HAVE QUESTIONS ABOUT THESE FEES, CALL THE FIRE DEPARTMENT AT (408) 615-4900.</div>					